

**2009 ANNUAL OPERATING PLAN  
CODY INTERAGENCY DISPATCH ZONE COORDINATING GROUP**

Bureau of Land Management - Wind River/Big Horn Basin District  
Bureau of Indian Affairs - Wind River Agency  
National Park Service - Bighorn Canyon National Recreation Area  
U.S. Forest Service Bighorn National Forest - Shoshone National Forest  
Wyoming State Forestry Division - Big Horn Basin & Buffalo Districts  
Wyoming Counties - Big Horn, Fremont, Hot Springs, Park, & Washakie Counties, and Sheridan County

**I. AUTHORITY**

Authority for this annual operation plan is based on the Wyoming Interagency Cooperative Fire Management Agreement - USDA Forest Service #07 FI-11020000-018, USDI Bureau of Land Management #KAA020003, and USDI, Bureau of Indian Affairs #AG7C5000699. Item #s 2, 4, 6 and 23 of the Agreement provide direction that is applicable to this operating plan.

**II. PURPOSE**

- To outline details of implementing the Wyoming Interagency Cooperative Fire Management Agreement
- To set forth agreed upon services to be provided to the participants by the Cody Interagency Dispatch Center and other shared personnel, facilities and resources
- To identify cost share contributions for each agency

**III. CODY INTERAGENCY DISPATCH CENTER SERVICES**

Unless otherwise noted, the services are provided to all agencies that are members of the CDC Zone Coordinating Group.

**A. Initial Attack/Extended Attack**

1. Provide initial Attack dispatching for the Bighorn Canyon National Recreation Area, Bighorn National Forest, Shoshone National Forest, and Wind River/Big Horn Basin District, BLM.
2. Provide extended Attack dispatching for the Wyoming State Forestry, Wind River Agency BIA, Bighorn Canyon National Recreation Area NPS, Bighorn National Forest, Shoshone National Forest, and BLM Wyoming Wind River/Big Horn Basin District.

**B. Resource Coordination, Dispatching, and Administration**

1. Coordinate the movement of suppression and prescribed fire resources throughout CDC Zone and place orders with Rocky Mountain Interagency Coordination Center for items unavailable within the neighborhood.

2. CDC will be responsible for organizing and dispatching the Bighorn Basin Interagency Type II hand crew.
3. Coordinate with the Cody Interagency Dispatch Center Zone Coordinating Group to determine priorities for resources in multiple fire situations.
4. Provide coordination and oversight for fixed wing and rotor wing resources.
5. Track status of resources including maintaining database in ROSS.

#### **C. Intelligence**

1. Gather, develop, and disseminate daily situation and status, weather indices and information. Fulfill all regular CDC reporting requirements to Rocky Mountain Area Coordination Center (RMACC).
2. Provide a central information source for prescribed fire, fire closures, etc.
3. Receive data for spot weather forecast and submit to National Weather Service (NWS). Disseminate forecast to requesting units.
4. Monitor and update weather station outputs. Enter daily weather station indices into WIMS. Notify station managers of problems.
5. Collect 209s and submit to RMACC.

#### **D. Fire Training and IQCS Management**

1. Manage and maintain IQCS data base for Bighorn National Forest, Shoshone National Forest, and Bighorn Canyon National Recreation Area with fire qualification updates and red card printing. Provide back-up service for the BLM Wind River/Big Horn Basin District.
2. Gather and disperse information regarding training courses to be offered, scheduling of zone training and conduct needs analysis.
3. Maintain a master training library.
4. Coordinate zone training committee. Participate in unit red card committees. Provide Zone training representation to the Rocky Mountain Area Training Committee. (see CDC Zone Training Plan – CDC Mobilization Guide Chapter 90)

#### **E. Aviation**

1. Provide flight following for Bighorn and Shoshone National Forests and the BLM Wind River/Big Horn Basin District.
2. Order administrative aircraft for Bighorn and Shoshone National Forests.

3. The assistant center manager will serve as the assistant forest aviation officer for Bighorn National Forest and Shoshone National Forest. Aviation services will include the following:
  - Assists forest aviation officer with aviation mission planning, operations, and risk assessment.
  - Assists forest aviation officers to ensure compliance with aviation management, safety policies, and procedures.
  - Provide input and follow-up to SAFECOMS involving aviation operations on the Forest.
  - Assists forest aviation officer with periodic safety evaluations of aviation operations.
  - As needed, administers helicopter and fixed wing contracts and other aviation support contracts.
  - Ensure that all forest aviation plans and project aviation safety plans are supplemented, updated annually, reviewed, and approved at the appropriate management level.
  - Coordinate with forest and regional office aviation management as necessary.
  - Coordinate forest aviation training.

#### **F. Prescribed Fire**

1. Provide staffing to support prescribed fire operations.
2. Make prescribed fire notifications of other agencies, dispatch centers, etc. as requested.
3. As requested, locate and identify contingency resources for prescribed burns. Track status of contingency resources and notify burn bosses of any changes in status or availability.
4. Accepts and fills resources orders for prescribed fire projects.

#### **G. Reports**

1. Develop and distribute the Cody Interagency Dispatch Center Annual Report.
2. Collect, review, enter and electronically submit fire reports for Shoshone and Bighorn National Forests and Bighorn Canyon National Recreation Area.
3. Participate in the FireOrg process. Provide outputs to units as requested.

## **H. Fire Planning**

1. Develop and distribute a CDC Interagency Incident Mobilization Guide.
2. CDC will prepare and annually update a dispatch operations guide which contains plans extended dispatch, initial attack procedures and other general daily operations procedures.

## **I. All Risk**

1. Provide basic dispatch services for all risk incidents as requested or identified in all risk plans.

## **J. Fire Resource List**

1. Fire Personnel - A comprehensive list of fire personnel within the CDC Zone can be found in the ROSS and IQCS data bases.
2. Equipment/Caches - A comprehensive list of fire equipment and caches within the CDC Zone can be found in the CDC Incident Mobilization Guide, Chapter 70.

## **K. Dispatch Coordination**

1. CDC will provide for a dispatch/coordination program through joint interagency use of fire resources within the CDC zone of influence. This includes the signatory agencies to this operating plan as well as the following counties: Bighorn, Fremont, Hot Springs, Park, Washakie, and western portions of Sheridan.
2. Implement the closest forces concept when dispatching initial attack resources.
3. Use the Inter-GACC Neighborhood Plan to improve the efficiency and cost effectiveness of firefighting efforts by increasing the availability and mobility of firefighting resources to include fixed wing aircraft, helicopters, engines, Interagency Hotshot crews, hand crews and overhead beyond Geographical boundaries. This plan provides CDC the authority to directly utilize the resources of adjoining Dispatch Centers across GACC boundaries. The Centers are Billings Interagency Dispatch Center, Miles City Interagency Dispatch Center, Bozeman Interagency Dispatch Center and Teton Interagency Dispatch Center. In addition, the Shoshone National Forest has a similar agreement with federal agencies in the Greater Yellowstone Area. The Greater Yellowstone Area Interagency Fire Agreement adds two additional dispatch centers to that may share resources with the Shoshone National Forest – Eastern Idaho Interagency Dispatch Center and Dillon Interagency Dispatch Center. Utilization of these plans is particularly valuable during preparedness levels 3, 4 and 5 when resources may not be able to commit to a 14 day

assignment but can assist neighbors for a negotiated shorter period of time. Refer to CDC Incident Mobilization Guide, Chapter 10.

**L. Wildfire Suppression Procedures**

(Refer to the Cody Interagency Incident Mobilization Guide, Chapter 20).

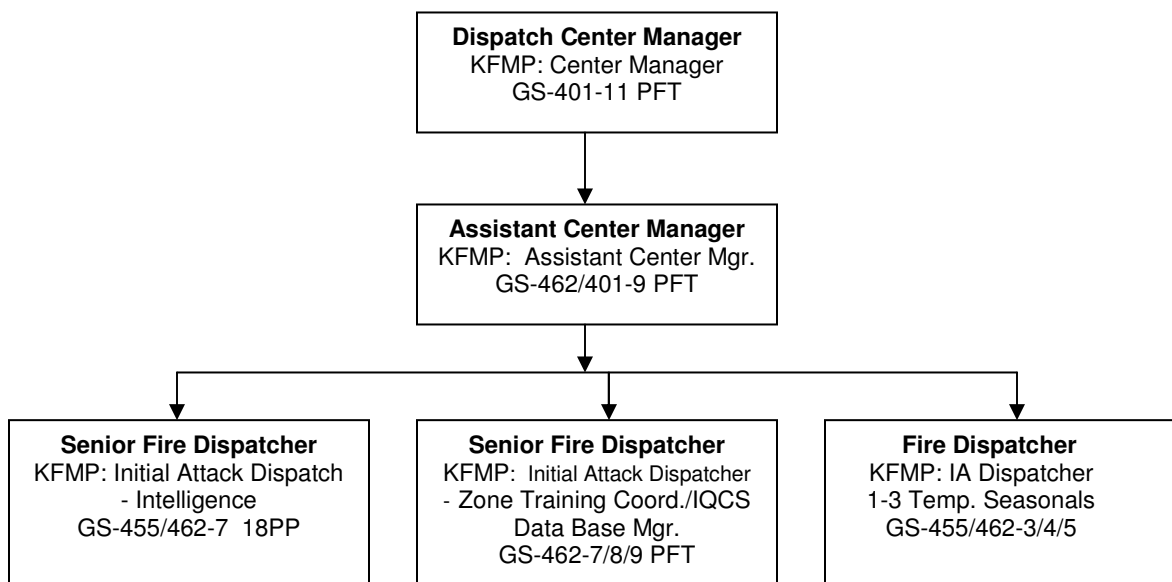
**M. Aviation Procedures**

(Refer to the Cody Interagency Incident Mobilization Guide, Chapter 20 and 80).

## O. CDC Staffing

### 1. Organization

The following organization has been identified as the desired structure to accomplish the mission and provide the services that CDC is tasked with.



### 2. Current Staff and Duties

#### **Dispatch Center Manager**

KFMP: Center Manager (GS-11) - The FTE and funding comes from the BLM Wind River/Big Horn Basin District

*Duties:* Manages CDC daily operations and directs personnel in accomplishing the mission, services and organization as described in mobilization guides and annual operating plans.

#### **Assistant Center Manager/Forest Aviation Officer**

KFMP: Assistant Center Manager (GS-9) – The FTE comes from the Shoshone National Forest. The funding comes from the Bighorn National Forest.

*Duties:* Initial attack dispatching, acting center manager and Forest Aviation Officer for the Bighorn and Shoshone National Forests. A key role of the position is to ensure supervision of dispatch operations for extended shifts and seven-day coverage during the fire season.

### **Senior Fire Dispatcher**

KFMP: Initial Attack Dispatcher (GS-07/08/09) - The FTE and funding comes from the Rocky Mountain Regional Office, BIA.

*Duties:* Initial attack dispatching and has primary responsibility for maintaining ROSS database and fire and weather intelligence systems.

### **Senior Fire Dispatcher**

KFMP: Lead Initial Attack Dispatcher (GS-09) - The FTE and funding comes from the Shoshone National Forest.

*Duties:* Initial attack dispatching and has primary responsibility as the zone training coordinator and IQCS database manager for designated units in the CDC Zone.

### **Fire Dispatcher**

KFMP: Initial Attack Dispatcher (GG-3/4/5) – These are summer seasonal positions sponsored by the Shoshone National Forest. Depending on available funding and skill level, 1-2 positions will be filled.

*Duties:* Assists with initial attack dispatching, intelligence gathering and distribution, database management and other dispatch center operations.

## **P. CDC Annual After Action Review**

The CDC Zone coordinating group and center manager will on an annual basis an after action review (AAR) of the season's operations and the services provided by the Cody Interagency Dispatch Center. As part of the AAR, a written summary will be prepared that identifies the operational successes and problems as well as action items that are needed to resolve issues.

## **IV. FACILITIES**

The Cody Interagency Dispatch Center is owned by the BLM and located in Cody, Wyoming. The Center is used to provide centralized dispatch services for the Shoshone and Bighorn National Forests, BLM Wind River/Big Horn Basin District, and BIA Wind River Agency. The Center is occupied by Forest Service, Bureau of Land Management, and Bureau of Indian Affairs employees.

Reimbursable costs to the BLM are calculated on a pro rata basis for building related services and utilities. All of the building space (4,600 sq. ft.) is determined to be common or shared space. Total number of Full Time Employees (FTE) occupying the building determines the pro rata basis. There are four (4) total permanent positions in the Cody Dispatch Center. The Forest Service employs two (2) of the positions, the BLM one (1) and the BIA one (1). Pro rated shares of the cost contributed by each agency are displayed in Table 1.

An engine storage and fire warehouse facility is currently under construction on the same site where the Dispatch Center is located. Construction will be completed in March of 2009. This

facility is owned by the Forest Service and will be shared with the BLM. The 2009 annual operating plan contains the prorated cost share information for this facility.

## **V. RESOURCES**

In addition to the shared personnel and services located at CDC, there are other resources and personnel shared by agencies in the zone. The BLM and BIA share a fuels specialist that is stationed at the BIA Wind River Agency in Fort Washakie. The Bighorn National Forest provides fire management services for the Bighorn Canyon National Recreation Area.

The Forest Service and Department of Interior are authorized to share personnel when conducting prescribed fire treatments without having to cross bill each other for the services. All the federal agencies within the zone have agreed to provide personnel and owned equipment to assist each other when conducting prescribed burns without seeking reimbursement.

The Forest Service, BLM and BIA share initial attack helicopters and crew that are stationed in Fort Washakie (managed by the BIA) and Rawlins (managed by the BLM). Separate operating plans describe the operating procedures, staffing, and cost share information regarding the programs.

Annual operating plans are developed for each county. These plans outline the details for implementing the Wyoming Interagency Cooperative Fire Management Agreement and include all the federal agencies, Wyoming State Forestry Division, and the six Counties within the CDC Zone. These operating plans provide direction regarding protection responsibilities and priorities, wildland suppression and aviation procedures, fuels and prescribed fire considerations, special management situations, and reimbursement procedures.

## **VI. ANNUAL BUDGET AND COST SHARE RESPONSIBILITIES**

Direction for sharing personnel, resources and facilities are described under Fire Suppression - Item #23 of the Wyoming Interagency Cooperative Fire Management Agreement. Item #23 states the following.

**Shared Resources:** Interagency funding, staffing, and utilization of aircraft, engines, crews, or fire facilities will be pursued whenever and interagency approach is appropriate and cost effective. Staffing and funding will be commensurate with each Agency's use of the resources and will be agreed to and included in the annual operating plans.

Table 1 provides a summary of shared resources, personnel and facilities and the contribution that each agency has agreed to make towards covering these costs for fiscal year 2009. The program costs and agency contributions for the Fort Washakie Interagency Helicopter are outlined in the operating plan for the helicopter.


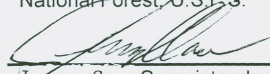


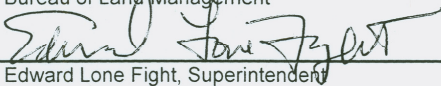
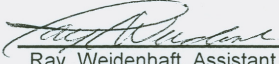




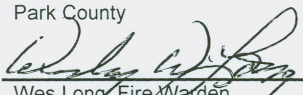



	UNIT COST	% of Facility or Service	TOTAL COST	Agency Contribution					
				BLM Worland	FS SHF	FS BHF	BIA WR	NPS BNRA	WY State/Co.
<b>Common Services</b>									
GS-11 Center Manager (Sal.& TT)	\$80,000	100%	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0
GS-9 Assist. Center Mgr (Sal & TT)	\$72,500	80%	\$58,000	\$0	\$0	\$58,000	\$0	\$0	\$0
GS-7/8/9 Ld IA/IQCS/Zn TC (Sal & TT)	\$72,500	50%	\$36,250	\$0	\$36,250	\$0	\$0	\$0	\$0
GS-7 Dispatcher/Intel (Sal & TT)	\$50,000	100%	\$50,000	\$0	\$0	\$0	\$50,000	\$0	\$0
GS-3/4/5 Seasonal (Salary & TT)	\$12,000	100%	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0
GS-3/4/5 Seasonal (Salary & TT)	\$12,000	100%	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0
Vehicle	\$1,000	100%	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
Supplies	\$7,000	100%	\$7,000	\$0	\$0	\$0	\$0	\$2,000	\$5,000
<b>TOTAL</b>			<b>\$256,250</b>	<b>\$81,000</b>	<b>\$60,250</b>	<b>\$58,000</b>	<b>\$50,000</b>	<b>\$2,000</b>	<b>\$5,000</b>
<b>Facilities - Dispatch Center</b>									
Janitorial	\$15,000	100%	\$15,000	\$3,750	\$7,500	\$0	\$3,750	\$0	\$0
HVAC Maintenance	\$1,500	100%	\$1,500	\$375	\$750	\$0	\$375	\$0	\$0
Water	\$2,000	100%	\$2,000	\$500	\$1,000	\$0	\$500	\$0	\$0
Electricity	\$2,500	100%	\$2,500	\$625	\$1,250	\$0	\$625	\$0	\$0
Telephone	\$5,000	100%	\$5,000	\$1,250	\$2,500	\$0	\$1,250	\$0	\$0
Gas	\$4,000	100%	\$4,000	\$1,000	\$2,000	\$0	\$1,000	\$0	\$0
Snow Removal	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lawn Maintenance	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Lease	\$6,600	100%	\$6,600	\$1,650	\$3,300	\$0	\$1,650	\$0	\$0
Cell Phones	\$720	100%	\$720	\$360	\$360	\$0	\$0	\$0	\$0
Satellite Phone	\$120	100%	\$120	\$120	\$0	\$0	\$0	\$0	\$0
2 - New Workstations	\$6,000	100%	\$6,000	\$0	\$0	\$0	\$6,000	\$0	\$0
<b>TOTAL</b>			<b>\$43,440</b>	<b>\$9,630</b>	<b>\$18,660</b>	<b>\$0</b>	<b>\$15,150</b>	<b>\$0</b>	<b>\$0</b>
<b>Facilities - Engine Storage</b>									
Janitorial	\$1,500	50%	\$750	\$0	\$750	\$0	\$0	\$0	\$0
Maintenance	\$1,000	50%	\$500	\$0	\$500	\$0	\$0	\$0	\$0

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Water	\$2,000	50%	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0
Electricity	\$1,200	50%	\$600	\$0	\$600	\$0	\$0	\$0	\$0
Telephone	\$0	50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas	\$1,200	50%	\$600	\$0	\$600	\$0	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$3,450</b>	<b>\$0</b>	<b>\$3,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>IQCS Data Base Manager</b>									
GS-7/8/9 Lead IA/IQCS/Zone TC	\$72,500	30%	\$21,750	\$0	\$21,750	\$0	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$21,750</b>	<b>\$0</b>	<b>\$21,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Zone Training Coordinator</b>									
GS-7/8/9 Lead IA/IQCS/Zone TC	\$72,500	20%	\$14,500	\$0	\$14,500	\$0	\$0	\$0	\$0
Training Materials	\$2,500	100%	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$17,000</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Aviation Officer</b>									
GS-9 Assistant Center Manager	\$72,500	20%	\$14,500	\$0	\$0	\$14,500	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$14,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fire Business Management</b>									
GS-11 Fire Business Manager	\$70,000	60%	\$42,000	\$0	\$21,000	\$21,000	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$42,000</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WILDCAD</b>									
Computer Hardware	\$2,400	100%	\$2,400	\$0	\$0	\$2,400	\$0	\$0	\$0
2- LCD 46" TV/Monitors	\$3,000	100%	\$3,000	\$0	\$0	\$3,000	\$0	\$0	\$0
1- Corner desk for laptop	\$500	100%	\$500	\$0	\$0	\$500	\$0	\$0	\$0
1- Wall mount for monitor	\$350	100%	\$350	\$0	\$0	\$350	\$0	\$0	\$0
0	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>			<b>\$6,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL COST CONTRIBUTION</b>			<b>\$404,640</b>	<b>\$90,630</b>	<b>\$142,110</b>	<b>\$99,750</b>	<b>\$65,150</b>	<b>\$2,000</b>	<b>\$5,000</b>

SIGNATURE PAGE

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